**Conterra Asset Management**

**General Topics to Discuss**

1.) Personal Background

- College/Education

- Career Path

- Other Facts

2.) Conterra Asset Management

- Business Description/What the Company Does

- Your Role and Day to Day Job Description

- Working with Clients - Challenges/Successes/Customer Service Experiences

3.) Credit Risk with Potential Clients

- Describing the Process of Analyzing the Creditworthiness of the Client and creating terms with them.

- What do you look for and what do you create?

4.) Employability Skills

- Recommendations for the students (Education, Soft Skills, Preparing for Careers)

5.) Quickbooks

- See Quickbooks in action as the record keeping system for small businesses.